

Research & Projects Officer

Position: Full Time – 12-month position with possibility of extension
Location Preston

- Salary Packaging options available
- 14-week paid parent leave
- Paid Christmas closure
- Professional development and training opportunities

About the Organisation

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. The organisation has expanded steadily over past 40 years to provide a comprehensive range of medical, dental, and social services for our community.

As well as providing a variety of medical services, VAHS is committed to supporting the well-being of the community through contributions to community events and activities. VAHS is also committed to assisting research into the ongoing needs of the community.

VAHS is a child safe organisation.

About Opportunity

Reporting to the Head of Strategy and Business Development, the Research and Projects Officer will play a key role in supporting VAHS to meet organisational strategic objectives.

The incumbent will be involved in the delivery of research activities, meeting management, stakeholder engagement and support for program staff across VAHS service delivery areas.

This role will help drive core aspects of the VAHS Strategic Plan and work alongside others to promote the importance of Community Controlled responses to meet the Priority Reform outcomes as set out in the National Agreement on Closing the Gap

Key Selection Criteria

To be considered for this role you must have experience in the following.

- Support research activities VAHS is engaged in to meet strategic objectives.
- Facilitate networks and meetings and maintain administrative functions.
- Develop and maintain good working relationships and partnerships with a wide range of stakeholders.

- Promote Aboriginal Community Controlled approaches to health and wellbeing in collaboration with internal and external stakeholders.
- Work with team members to advance opportunities for VAHS business growth.
- Demonstrate knowledge of, and commitment to, responsibilities regarding fostering a culture of child safety and wellbeing and adherence with the Child Safety Standards.

Preferred

- Qualifications in health, social services, research, administration or relevant discipline.
- 2 years' minimum experience in health, research and/or project delivery roles

Requirement: Valid Police Check, a Working with Children's Check for a paid employee (or willingness to obtain) and a Victorian Driver License.

How to Apply

Please send your application, which must include a cover letter and resume, via employment@vahs.org.au before Sunday 9pm, 1 March 2026.